



		<p>Parents cannot enter the building or go beyond the main gate without an appointment</p> <p>Parents have been asked to wear masks and leave the site promptly (02.11.2020)</p>	<p>When an appointment is made, the respective member of staff should meet the parent at the main gate and escort them through the one way system</p> <p>Everyone must sanitise as they enter and leave the main building – staff responsible for signing visitor in/out</p> <p>Lanyards will not be used during the pandemic – visitor labels will be provided</p> <p>Visors must not instead of face covering</p>	<p>All staff</p> <p>Admin</p>	<p>Ongoing</p>	<p>26.2.21</p>
Staggered start/finish times	Children or adults can become contaminated	Families with children must stay within their car or away from the school entrance until it is their allocated time to enter	<p>Ruby &amp; Diamond Drop off at 8.45 / collect at 2.55pm</p> <p>Sapphire &amp; Topaz Drop off at 8.55am / collect at 3.05pm</p> <p>All drop off at 8.45 and all pick up at 3.00. Families to socially distance 2m apart in a queue along the wall</p>	All staff	Ongoing	26.2.21
		Only one parent/carer to drop off and collect	Parent responsibility to adhere to the Government's latest advice on social distancing and bubbles	Parent	Ongoing	
		Late arrivals / early pick ups	Parents must wait at the main gate and telephone the office. A member of staff from within their class bubble will come and collect/hand them over	Parent	Ongoing	
Communication	Children or adults can become contaminated	Communication with the school must be via email or phone	<p>Parents wishing to talk to the teacher at the start of the day should write their comments down and hand it to the teacher – the teacher will then contact them at the most appropriate time</p> <p>Parents wishing to speak to the teacher on collection, are asked to ring the office in advance and wait until all children have been collected before meeting the teacher</p>	<p>Parent &amp; Teacher</p> <p>Parent</p>	Ongoing	

Temperatures	Children or adults can become contaminated	We are not undertaking this at present on the advice of OCC H&S. If we do, a member of the SLT or Admin staff will use hand sanitiser/ infrared thermometer	SLT to monitor Government and OCC advice	SLT	Ongoing	
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This Risk Assessment has been written in line with Oxfordshire County Council and OCC H&S advice and in conjunction with the NAHT and combined NEU, GMB, UNISON and Unite Checklist for September guidance